

1. Telegrams received in duplicate at Message Center.
2. Immediately separated into two identical sets.
3. Without logging, first set distributed to Branches.
4. Branches examine their shares, select items for DS and General
5. Prior to writing up DS material, Branches notify Current Division of their selections.
6. Meanwhile logging in progress on basis of second set.
7. Second set available to CD for examination while being logged. CD spots items for DS and General.
8. On notification of Branch selections, CD
  - a. First, makes up General's set from second set and despatches it to him.
  - b. Second, plans composition of Daily.
9. Meanwhile Daily items are being written up.
10. Procedure repeated with second take and a second installment sent to General.
11. Daily put together as usual.
12. General's sets returned same day and distributed.